

Approved: March 8, 2005

**MINUTES
EXECUTIVE COMMITTEE TELECONFERENCE
ARKANSAS WORKFORCE INVESTMENT BOARD
February 8, 2005**

Mr. Steve Lux, Chairman, called to order a meeting of the Executive Committee, Arkansas Workforce Investment Board, at 9:00 a.m. on Tuesday, February 8, 2005. Members who were able to participate included Mr. Tom Anderson, Senator Gilbert Baker, Mr. Larry Featherstone and Mr. Jim Smith. Dr. Steve Franks, Mr. Alan Hughes, and Ms. Catherine Janosky were not able to take part in the meeting. Representatives from the Arkansas Employment Security Department (AESD) and members of the State WIB staff were present. Other guests included Mr. Greg Kirkpatrick, Deputy Director, Arkansas Transitional Employment Board, and Mr. Steve Sparks, Arkansas Department of Economic Development.

Chairman Lux began by welcoming members to the meeting. Chairman Lux explained that the action items would be accomplished before the executive director's report since there was a quorum, explaining that Senator Gilbert Baker would not be able to participate for the duration of the call due to the legislative session.

Chairman Lux then referred members to action item 2.

Action Item 2 – Revisions to Five Year Plan and By-Laws of West Central Local Workforce Investment Board: Chairman Lux stated it is recommended that the Executive Committee of the Arkansas Workforce Investment Board approve the revisions as submitted. He referred to Ms. Rebecca Trammel who discussed the following changes: adding the Arkansas Workforce Center at Malvern as a comprehensive center (page 7 of plan), adding a list of the partners located at the Malvern office (page 8, paragraph 3), changing the name of the Workforce Investment Board Chair and the Chief Elected Official on the Signature Document (page 47). Changes to the By-Laws of West Central Local Workforce Investment Board included rewording the mission statement at Article I, Section 1. Mr. Larry Featherstone asked whether this now brings the total number of comprehensive centers in Arkansas to eleven. Ms. Trammell affirmed that it does.

The revision to the Five-Year Plan and By-Laws of West Central Local Workforce Investment Board were approved on a motion made by Mr. Tom Anderson, seconded by Senator Gilbert Baker, and carried unanimously.

Action Item 1 – Local Workforce Investment Board Re-certification: Chairman Lux stated it is recommended that the Executive Committee of the Arkansas Workforce Investment Board approve to re-certify the ten Local Workforce Investment Board's membership grids as submitted. He then referred to Mr. Robert Marek for additional information.

Mr. Robert Marek explained that the state board staff and local workforce investment board staff worked closely together to ensure all required membership was fulfilled.

Approved: March 8, 2005

The recommendation to re-certify the ten Local Workforce Investment Board's membership as submitted was approved on a motion made by Mr. Jim Smith, seconded by Mr. Tom Anderson, and carried unanimously.

Report of Executive Director: Chairman Lux asked Ms. Winston for the Executive Director's report. Ms. Winston began by stating that the AWIB has not been informed of any additional information regarding the exit interview with the Office of Inspector General.

She then discussed board orientation for members of the Arkansas Workforce Investment Board (AWIB). She stated that board members were polled regarding a length and date of training. Ms. Winston stated that a one-day training session would be provided at the end of March, and participants would include new members and any member that would like to receive the training.

Lastly, Ms. Winston stated that there has been no new developments regarding the merge of the Transitional Employment Board and the AWIB.

Information Item 3 - Review of Prior Information received from the Arkansas Division of Legislative Audit's *Special Report*: Mr. Willoughby explained that during the AWIB quarterly meeting a discussion was held regarding the purpose of the review of Arkansas' Incumbent Worker Training Program (IWTP).

He explained that due to the amount of time that has elapsed since the review was instituted by the U.S. Department of Labor's Office of Inspector General (OIG), excerpts of the report were included for clarification and reiteration that a recommendation was made that the cognizant federal agency be contacted to determine allow ability of the payments in question.

Discussion occurred regarding the finding of paying company trainers that would have been paid regardless of the IWTP grant. Mr. Willoughby clarified that this is the main item in question and that it is inherent to wait for guidance before continuing with IWTP.

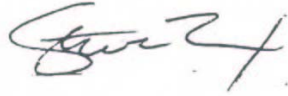
Mr. Jim Smith asked whether funds had to be spent before June 30, 2005 in order to avoid recapturing of the funds. Ms. Sandra Winston referred to Mr. John Casey, Arkansas Employment Security Department Accounting Supervisor, who stated that the funds *may* be recaptured if not spent by June 30, 2005, although more research would have to be done to confirm that information. Mr. Jim Smith asked whether other states have any information regarding paying in-house trainers. Ms. Winston stated she was unaware of what other states were doing at this time. She also stated she would contact the regional Department of Labor office to obtain any additional information on the exit interview or OIG report.

Information Item 4 – WIA Organizational Structure: Ms. Amanda Isbell referred members to the flowchart that was provided in the agenda packet. She provided detailed information concerning the flow of workforce investment act funds and the flow of command or control. Mr. Jim Smith stated that the flowchart was very helpful.

Approved: March 8, 2005

Announcements: Chairman Lux then announced that next month's meeting would be an Executive Committee meeting, to be held Tuesday, March 8, 2005, at 9:00 a.m., at the AESD/AWIB central offices, conference room 1.

Adjourn: With no other announcements or questions, **Mr. Jim Smith made a motion to adjourn the meeting at 9:23 a.m., Mr. Larry Featherstone seconded; and carried unanimously.**

A handwritten signature in black ink, appearing to read "Steve Lux".

Steve Lux, Chairman

A handwritten signature in black ink, appearing to read "Sandra Winston".

Sandra Winston, Executive Director

*Minutes recorded by Stephanie Carlo
Workforce Investment Board Staff*